

[Date]

[Client Name]
[Client Title]
[Company Name]
[Company Address]

Re: Placement Finalization - [Candidate Name]

Dear [Client Name],

We are pleased to confirm the finalization of the placement for [**Candidate Name**] in the position of [**Job Title**] at [**Company Name**].

The details of the placement are as follows:

- **Start Date:** [Start Date]
- **Reporting Manager:** [Manager Name]
- **Work Location/Format:** [Remote / On-site / Hybrid]
- **Agreed Annual Salary/Rate:** [Amount]
- **Placement Fee:** [Fee Amount as per Agreement]

The candidate has formally accepted the offer and has completed all necessary pre-employment background checks and technical assessments. We have also attached the signed offer letter and relevant onboarding documentation for your records.

We will follow up with you on the candidate's first day to ensure a smooth transition. An invoice regarding the placement fee will be sent separately by our billing department.

Thank you for choosing [Staffing Agency Name] for your IT talent needs. We look forward to continuing our partnership.

Sincerely,

[Your Name]
[Your Title]
[Staffing Agency Name]
[Phone Number]
[Email Address]